

CALCULATING BASE PAY FOR SPLIT MONTHS

New Employee with a start date after first day of the month

1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days the employee worked.
4. Count possible work days in the month.
5. Use PA20 to display Basic Pay (IT0008) and look at monthly base pay.
6. Use this equation to figure base pay for the month:

$$\frac{\text{Number of days employee works for the state}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay} = \text{Pay Amount}$$

Example 1

Thomas
McGregor starts
work on
September 19

1. Use PA20 to view Planned Working Time (IT0007).
2. Click the Work schedule button to look at Thomas' work schedule.

Work schedule Edit Goto System Help

Display Work Schedule

Choose Previous month Next month

ES grouping 2 DWS grouping 10 Monthly hours 176.00

Holiday Calendar ID NC Period work schedule D01A

PS grouping 10 Work schedule rule D01N08GN

Valid September 2008 Chngd 10/25/2007 KBOWMAN

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
			01		4	02			03			04			05			06		
			1D08			1D08			1D08			1D08			1D08			1D08		FREE
07			08			09			10			11			12			13		FREE
	FREE		1D08			1D08			1D08			1D08			1D08			1D08		FREE
14			15			16			17			18			19			20		FREE
	FREE		1D08			1D08			1D08			1D08			1D08			1D08		FREE
21			22			23			24			25			26			27		FREE
	FREE		1D08			1D08			1D08			1D08			1D08			1D08		FREE
28			29			30														
	FREE		1D08			1D08														

Restart Month Day in year

Counting 9/19, he worked 8 days of a possible 22 days.

**Thomas
McGregor starts
work on
September 19**

- [illegible]

- $$\frac{8 \text{ (days worked)}}{22 \text{ (possible work days in month)}} \times \$6,250 \text{ (base pay)} = \$2,272.73 \text{ (September pay)}$$

**Wanda Hill
starts work on
September 19**

- Work schedule** Edit Goto System Help

Display Work Schedule

Choose Previous month Next month

ES grouping	<input type="text" value="2"/>	DWS grouping	<input type="text" value="10"/>	Monthly hours	<input type="text" value="160.00"/>
Holiday Calendar ID	<input type="text" value="NC"/>	Period work schedule	<input type="text" value="D92A"/>		
PS grouping	<input type="text" value="10"/>	Work schedule rule	<input type="text" value="D92WA01"/>		

Valid Chngd 10/25/2007 KBOWMAN

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
			01		4	02			03			04			05			06		
			FREE			FREE			1D08			1D34			1D49			1D43		
07			08			09			10			11			12			13		
	FREE		FREE			FREE			1D08			1D34			1D49			1D43		
14			15			16			17			18			19			20		
	FREE		FREE			FREE			1D08			1D34			1D49			1D43		
21			22			23			24			25			26			27		
	FREE		FREE			FREE			1D08			1D34			1D49			1D43		
28			29			30														
	FREE		FREE			FREE														

Restart Month Day in year

Counting 9/19, she worked **6** days out of a possible 16.

Example 2
(continued)

**Wanda Hill
starts work on
September 19**

5. Use PA20 and Basic Pay (IT0008) to find her monthly base pay, which is \$6,250.

[illegible]

6. Complete the calculation:

$$\frac{6 \text{ (days worked)}}{16 \text{ (possible work days in month)}} \times \$6,250 \text{ (base pay)} = \$2,343.75 \text{ (September pay)}$$

Current Employee with mid-month salary change

Figure salary for first part of month:

1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days the employee worked at salary 1.
4. Count possible work days in the month.
5. Use PA20 to display Basic pay (IT0008) to look at monthly base pay for salary 1.
6. Use this equation to figure base pay for salary 1:

$$\frac{\text{Number of days employee worked at salary 1}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay 1} = \text{Salary amount 1}$$

Figure salary for second part of month:

7. Use PA20 to display Planned working time (IT0007) for the employee.
8. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
9. Count the days the employee worked at salary 2.
10. Count possible work days in the month

11. Use PA20 to display Basic pay (IT0008) to look at monthly base pay for salary 2.
12. Use this equation to figure base pay for salary 2:

$$\frac{\text{Number of days employee worked at salary 2}}{\text{Number of possible working days from the work schedule}} \times \text{Base Pay 2} = \text{Salary amount 2}$$

13. Use this equation to figure the total for the month:

$$\text{Salary amount 1} + \text{Salary amount 2} = \text{Total monthly salary}$$

Example 1

Thomas McGregor gets a salary increase mid-month and remains on the same work schedule

Thomas McGregor works from October 1 to October 12 at a rate of \$6,250 per month. Effective October 13, he gets a salary increase to \$6,680 per month.

Figure salary for first part of month:

1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days he worked at \$6,250 per month.
4. Count possible work days in the month.

Work schedule Edit Goto System Help

Display Work Schedule

Choose Previous month Next month

ES grouping 2 DWS grouping 10 Monthly hours 184.00

Holiday Calendar ID NC Period work schedule D01A

PS grouping 10 Work schedule rule D01N08GN

Valid October 2008 Chngd 10/25/2007 KBOWMAN

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
									01			02			03			04		
									1008			1008			1008			FREE		
05			06			07			1008			08			09			10		
	FREE			1008			1008			1008			1008			1008			FREE	
12			13			14			1008			15			16			17		
	FREE			1008			1008			1008			1008			1008			FREE	
19			20			21			1008			22			23			24		
	FREE			1008			1008			1008			1008			1008			FREE	
26			27			28			1008			29			30			31		
	FREE			1008			1008			1008			1008			1008				

Restart: Month Day in year

<p>Example 1 (continued)</p> <p>Thomas McGregor gets a salary increase mid-month and remains on the same work schedule</p>	<p>5. Use this equation to figure base pay for salary 1:</p> $\frac{8 \text{ (days worked at salary amount 1)}}{23 \text{ (possible working days)}} \times \$6,250 \text{ (Base Pay 1)} = \$2,173.91 \text{ (Salary 1)}$ <p>Figure salary for second part of month:</p> <p>6. Use PA20 to display Planned working time (IT0007) for the employee.</p> <p>7. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.</p> <p>8. Count the days the employee worked at \$6,680 per month. Since it is the same schedule, possible work days should remain the same.</p> <p>9. Use this equation to figure base pay for salary 2:</p> $\frac{15 \text{ (days worked at salary amount 2)}}{23 \text{ (possible working days)}} \times \$6,680 \text{ (Base Pay 2)} = \$4,356.52 \text{ (Salary 2)}$ <p>10. Use this equation to figure the total for the month:</p> $\$2,173.91 \text{ (Salary 1)} + \$4,356.52 \text{ (Salary 2)} = \$6,530.43 \text{ (Total monthly salary)}$
<p>Example 2</p> <p>Wanda Hill changes positions mid-month, has a schedule change and a mid-month salary increase.</p>	<p>Employee Wanda Hill works from September 1 to September 19 at a rate of \$6,250. Starting September 23, she starts a new position with a new schedule and a salary increase to a rate of \$6,680.</p> <p>Figure salary for first part of month:</p> <ol style="list-style-type: none"> 1. Use PA20 to display Planned working time (IT0007) for the employee. 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month. 3. Count the days she worked at \$6,250 per month. 4. Count possible work days in the month for the first schedule.

Example 2

(continued)

Wanda Hill changes positions mid-month, has a schedule change and a mid-month salary .

From 9/1 to 9/19, she worked **11** days out of a possible 16.

5. Use this equation to figure base pay for salary 1:

$$\frac{11 \text{ (days worked at salary amount 1)}}{16 \text{ (possible working days, schedule 1)}} \times \$6,250 \text{ (Base Pay 1)} = \$4,296.88 \text{ (Salary 1)}$$

Figure salary for second part of month:

6. Use PA20 to display Planned working time (IT0007) for the employee.
7. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
8. Count the days she worked at \$6,680 per month.
9. Count possible work days in the month for the second schedule.

From 9/20 to 9/30, she worked **7** days out of a possible 22.

Example 2
(continued)

Wanda Hill changes positions mid-month, has a schedule change and a mid-month salary increase.

10. Use this equation to figure base pay for salary 2:

$$\frac{7 \text{ (days worked at salary amount 2)}}{22 \text{ (possible working days, schedule 2)}} \times \$6,680 \text{ (Base Pay 2)} = \$2,125.45 \text{ (Salary 2)}$$

11. Use this equation to figure the total for the month:

$$\$4,296.88 \text{ (Salary 1)} + \$2,125.45 \text{ (Salary 2)} = \$6,422.33 \text{ (Total monthly salary)}$$